

# HICKMAN, NEBRASKA PLANNING & ZONING PROCEDURE

MAY 1998

JEO: JOHNSON-ERICKSON-O'BRIEN & ASSOCIATES, INC. WAHOO, NEBRASKA

### PLANNING & ZONING PROCEDURES

### INTRODUCTION

The purpose of the <u>Planning and Zoning Procedures</u> are to assist the City of Hickman in the implementation of the comprehensive plan, zoning and subdivision regulations. The City Council, Planning Commission, Zoning Administrator (or City Clerk) and the Zoning Board of Adjustment are responsible for the enforcement of the plan and its implementation, through utilization of the zoning and subdivision regulations.

The procedures or forms provided in this section are to be used as a tool or means of assisting the community and local officials and commission members. It should be noted, however, the procedures and processes described in this section are models and are subject to change due to modifications, alterations and additional requirements through legislative action and/or judicial rulings by Courts of Law. It is therefore necessary to monitor potential legislative actions and judicial rulings. Several resources are available to assist the community in this task including the city attorney, city clerk, League of Nebraska Municipalities, Nebraska Planning and Zoning Association, American Planning Association - Nebraska Chapter, Nebraska Department of Economic Development - Community Affairs Division and local state senator. All of these resources should be utilized, particularly to maintain up-to-date and enforceable zoning and subdivision regulations.

### **GOVERNING BODY**

One of the primary governmental organizations involved in the planning and zoning process is the governing body of the municipality. For the purpose of zoning administration, the governing body for the City of Hickman is the duly elected City Council and Mayor.

### Responsibilities

The governing body has the following responsibilities for zoning administration:

- 1. Appoint members to the planning commission.
- 2. Officially adopt the comprehensive plan, zoning and subdivision regulations.
- 3. Hold public hearings prior to adoption or amendment of the comprehensive plan, zoning and subdivision regulations.
- 4. Create the Board of Zoning Adjustment.
- 5. Consult with the planning commission prior to official action by governing body on the adoption or amendment of zoning and subdivision regulations.
- 6. Approve or disapprove subdivision plats.
- 7. Grant variances to the provisions of the subdivision regulations.
- 8. Approve expenditure of funds for zoning administration.

### **PLANNING COMMISSION**

A planning commission is a group of local citizens, appointed by the Mayor and City council. The planning commission carries out planning activities and serves in an "advisor" capacity to the City Council. State statutes require that planning commissions must be consulted by the governing body on matters concerning community planning before the elected officials can take formal action. The

planning commission must therefore develop the capabilities which will enable it to provide sound and knowledgeable advise to those who seek it.

### State Enabling Legislation

Nebraska legislation gives any municipality the power to create by ordinance a planning commission. The planning commission of a city shall be designated city planning or city plan commission. (Ref. 18-1302 R.S. NE) Planning commissions have jurisdictions over the incorporated area and can take jurisdiction over the area outside the city limits up to one mile.

### Duties and Powers of the Planning Commission

- 1. To make and adopt plans for the physical development of the municipality which can include the following:
  - Comprehensive Plan
  - Capital Improvement Program
  - Subdivision Regulation

- Building Codes
- Zoning Ordinance
- 2. Consult and advise with public officials and agencies; public utilities, civic organizations, educational institutions and citizens with relation to the adoption and implementation of the comprehensive plan.
- 3. To delegate authority to any such group to conduct studies and make surveys for the commission.
- 4. Make recommendations to the City Council on the adoption or amendment of the comprehensive plan, subdivision regulations, zoning ordinance or capital improvements.
- 5. Make and enter into contracts with public or private bodies, with the consent of the City Council.
- 6. May conduct or sponsor special studies or planning work for any public body or appropriate agency.
- 7. May receive grants, renumeration or reimbursement for studies conducted.
- 8. Summon witnesses, administer oaths and compel the giving of testimony at public hearings.
- 9. Make recommendation on the approval or denial of special permits to the City Council. (Ref. 18-1306 R.S. NE)

#### Meetings

The commission shall hold at least one regular meeting in each month. It shall adopt rules for transaction of business and shall keep a record of its resolutions, transactions, findings and determinations. The planning commission meetings shall adhere to the public meetings law and the minutes of such meeting shall be a public record.

### Nebraska Public Meeting Statutes

Every meeting of a public body shall be open to the public in order that citizens may attend and speak at such meeting. The public meeting law is broadly interpreted and liberally construed to obtain the objectives of openness in favor of the public and provisions permitted closed sessions must be narrowly and strictly construed. (Ref. 84-1408 R.S. NE.) Public meetings shall also adhere to the rules and regulations authorized by Sections 84-1409 through 84-1414 of the Revised Statutes of Nebraska.

### ZONING ADMINISTRATOR

In many communities, the zoning administrator is also designated as the building inspector. The zoning administrator is the central figure in zoning administration. All zoning and subdivision cases are coordinated through the office of zoning administrator and the administrator is the first and last person which has contact with developers and builders with regard to zoning and approval of subdivisions.

As the name implies, the zoning administrator is <u>not</u> a policy maker nor does the administrator interpret the zoning regulations or establish subdivision requirements. If there is any question about whether or not to grant approval of a zoning permit or subdivision plat, the zoning administrator will immediately begin routing the application to the appropriate governmental organization for action.

Specific duties of the zoning administrator include:

- 1. Issue zoning permits and certificates of occupancy.
  - a. Receive application from anyone who is erecting any structure within the zoning jurisdiction.
  - b. Explain to the applicant what the requirements are in the zoning regulations or any codes adopted by the governing body.
  - c. Check with zoning regulations to see if land is properly zoned and if plans meet the legal requirements. If in conformance, then issue permit.
  - d. Make final inspection at that time to determine if structure meets all legal requirements.
  - e. Issue certificate of occupancy (certificate of zoning compliance).
- 2. Receive applications for variance.
  - a. Inform applicant of legal procedures.
  - b. Prepare report for zoning board of adjustment which describes property and special conditions
  - c. Transmits report to zoning board of adjustment.
  - d. Keep complete records on application.
- 3. Receive applications for special use permits.
  - a. Inform applicant of zoning requirements and codes and of legal process.
  - b. Advertise public hearing 10 days prior to planning commission meeting. Notify area residents as prescribed by law.
  - c. Maintain records.
- 4. Receive requests for rezoning.
  - a. Inform applicant of legal process.
  - b. Prepare report for planning commission which describes property and neighborhood.
  - c. Advertise public hearing 10 days prior to planning commission meeting. Inform school board of proposed rezoning at least 10 days before public hearing. Notify area residents as prescribed by law.
  - d. Keep minutes of public hearing.
  - e. Advertise public hearing before governing body at least 10 days prior to meeting.
  - f. Keep minutes of public hearing held by governing body.
  - g. If rezoning is granted, make the appropriate change on the Official Zoning Map.

- 5. Prepare proposals for amending zoning regulations.
  - a. Upon request from planning commission or governing body, prepare zoning amendment to the regulations.
  - b. Present proposal to planning commission and governing body.
  - c. Advertise for public hearing before planning commission at least 10 days prior to hearing. Inform school board of proposed amendment at the same time.
  - d. Keep minutes of public hearing.
  - e. Advertise for public hearing before governing body at least 10 days prior to hearing.
  - f. Keep minutes of public hearing held by governing body.
  - g. If amendment is approved make the appropriate change in all official copies of zoning regulations.
- 6. Receive application for subdivision plat.
  - a. Receive application from anyone who is subdividing any parcel of land into two or more parcels.
  - b. Explain to applicant what the requirements are in the subdivision regulations or related regulations effecting the subdivision of land in the political jurisdiction.
  - c. Make arrangements for conferences between the subdivider and the planning commission or governing body.
  - d. Receive and review preplat sketch, preliminary plat and final plat.
  - e. Submit comments and plat review remarks to the planning commission or governing body where appropriate.
  - f. Inform subdivider of plat approval or denial by governing body.
  - g. Keep records of all subdivisions and incorporate appropriate changes to the official base map for the political jurisdiction resulting from approval of subdivision.
- 7. Receive application for variance to the provisions of the subdivision regulations.
  - a. Receive application for variance from subdivider.
  - b. Inform subdivider of the required procedures.
  - c. Prepare report for the planning commission describing the variance and applicable information relating to the variance.
  - d. Transmit recommendations of the planning commission to the governing body with appropriate comments regarding approval or denial of the request for a variance.
  - e. Notify subdivider of action by the planning commission and the governing body
  - f. Keep records of all applications for variances.
- 8. Prepare proposals for amending the subdivision regulations.
  - a. Upon request from planning commission or governing body, prepare amendment to the regulations.
  - b. Present proposal to planning commission and governing body.
  - c. Advertise for public hearing before planning commission at least 10 days prior to hearing. Inform school board of proposed amendment at the same time.
  - d. Keep minutes of public hearing.
  - e. Advertise for public hearing before governing body at least 10 days prior to hearing.

- f. Keep minutes of public hearing held by governing body.
- g. If amendment is approved, make appropriate changes in all official copies of the subdivision regulations.

As the above mentioned duties indicate, the zoning administrator equally serves both the citizens of the community who apply for building permits or submit plats and the local governing body.

### ZONING BOARD OF ADJUSTMENT

The zoning board of adjustment has important duties. Its functions, partly administrative and partly judicial, are defined and limited by state enabling legislation and by provisions of the local zoning ordinance. This quasijudicial body's powers include hearing and deciding appeals, map interpretations and granting variances from the zoning ordinance. Under Nebraska statutes, the zoning board of adjustment is not a policy making body, nor is it intended to be. The board is the body which provides flexibility in the administration of the zoning regulation.

### State Enabling Legislation

Under Chapter 19, Article 9, Section 19-907 of the Nebraska State Statutes, the local legislative body creates zoning boards of adjustment by ordinance. Statutory references for municipal zoning boards of adjustment are Section 19-907 through 19-912.

### Meetings

- 1. Meetings of the board shall be held at such times as the governing body may designate or at the call of the chairperson.
- 2. All meetings of the board shall be open to the public and adhere to the provisions of the state public meetings law.
- 3. The board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the board and shall be a public record.
- 4. The board must hold a public hearing before deciding upon applications for variances.
- 5. The concurring vote of <u>four</u> members of the board shall be necessary to reverse any order, requirement, decision or determination of any municipal official, or to decide <u>in</u> favor of the applicant to effect any variance from the zoning ordinance.

### **Duties and Powers**

The zoning board of adjustment has the following powers as authorized by state legislation and local ordinance.

1. To hear and decide appeals where it is alleged there is error in any order, requirement, decision

- or determination made by a municipal official based on the zoning ordinance.
- 2. To hear and decide, in accordance with the provisions of the zoning ordinance, request for interpretation of any map.
- 3. To hear and decide applications for variance from the zoning ordinance.
- 4. Summon witnesses, administer oaths and compel the giving of testimony at public hearings.

### Criteria for Granting Variances

The criteria and conditions which must exist for granting a variance are identified by state statute and in the Hickman Zoning Ordinance. The variance is intended as a device for adjustment where the ordinance creates unnecessary hardship in unusual cases, to give affected property owners rights as nearly equal as possible to those of others in the same district.

A heavy case load on variances may indicate that the ordinance is, or one of its specific regulations, is not appropriate, the board is malfunctioning, or both. The need for variances should be minor, and variances should be granted sparingly.

Under <u>no</u> circumstances can the board grant a variance to permit a use not generally or by special permit allowed in the zoning district.

A variance is granted for the property and not for the owner of the property. The variance is thus in effect perpetually and remains with the property and whatever structure may be constructed in the future.

The following are general guidelines which can be used by the board in deciding upon applications for variances. These general guidelines are to be used in conjunction with the criteria and conditions specified in the zoning ordinance.

- 1. A variance is not the appropriate remedy for a general condition. If this is the case, a change in the zoning regulation would be the appropriate action.
- 2. Self-inflicted hardships are not grounds for a variance. If the request for the variance is based upon some action of the applicant such as the selling of a portion of a lot which does not comply to the existing district regulations as opposed to a case where the area or width of a lot was reduced because land was taken for street widening.
- 3. Personal hardship is not grounds for a variance. The hardship must relate to the physical character of the property.
- 4. Economic hardship in itself is not grounds for a variance. It may be considered as an element, but there must be other compelling considerations. In general, the law guarantees that police power measures will not prevent a property owner from obtaining some reasonable return on his/her land, however that may be defined ... one of the most common statements in variance law is that purely financial hardship -- i.e., restriction to a less profitable use --is not sufficient to justify a variance. The granting of such variance must be based upon a clearly demonstrable hardship approaching confiscation, as distinguished from a special privilege or convenience sought by the applicant.

### **PROCEDURE**

#### for

### ZONING PERMIT ISSUANCE

Purpose:

A zoning permit shall be obtained from the zoning administrator prior to construction of any structure to insure the protection of owner, municipality and adjacent property owners.

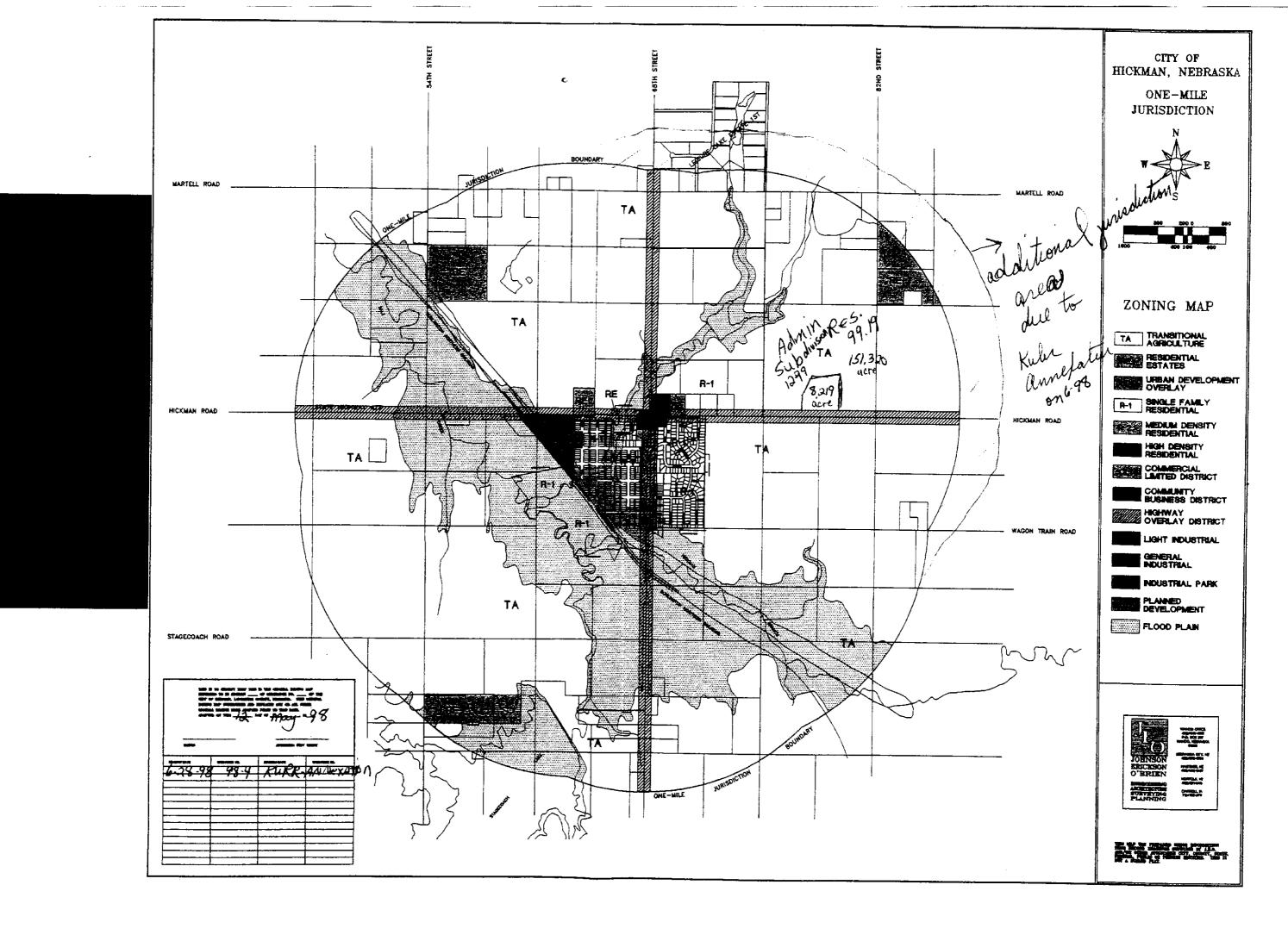
Procedure:

The following steps should be taken to insure proper compliance with the zoning regulations.

- Step 1. The application shall obtain a zoning permit from the Zoning Administrator by contributing the necessary information and meeting all requirements.
- Step 2. The Zoning Administrator shall open a file for applicant's zoning permit.
- Step 3. The Zoning Administrator may issue a zoning permit providing:
  - a. All zoning requirements are met.
  - b. Permit fee is paid.
  - c. Evidence of available utilities.
- Step 4. The zoning permit may be revoked at any time during construction and utility service denied when applicant is in violation of zoning requirements.
- Step 5. A certificate of zoning compliance shall be issued upon varification that all items are in conformance.

If at Step 3, the zoning administrator determines that he or she must deny granting the zoning permit, the zoning administrator should advise the applicant of the following options:

- 1. Revise plans to conform to zoning regulations and resubmit zoning permit application.
- 2. Apply to zoning administrator for a variance approved by Board of Zoning Adjustment.
- 3. Apply to zoning administrator for granting of a conditional use permit approved by the governing body.
- 4. Apply to zoning administrator for an interpretation of the zoning regulations by the Board of Zoning Adjustment.
- 5. Apply to zoning administrator for a change of zone or amendment to zoning regulations granted by the governing body.
- 6. Applicant may wish to discontinue project.



### PUBLIC HEARING PROCEDURES

#### for

### ZONING CHANGE (AMENDMENT)

Purpose:

A public hearing shall be held by the Planning Commission for adoption of Zoning Regulations or Amendments to the Zoning Regulations.

Procedure:

A public hearing held for the purposes of informing citizens of a suggested change in zoning regulations should encompass the following elements:

- Step I. The secretary of the Planning Commission shall cause a notice of public hearing to be published at least ten (10) days prior to the date set for the hearing.
- Step II. The notice of public hearing shall fix the time and place and describe in general terms, the regulations and zoning districts proposed and a brief statement regarding the purpose thereof.
- Step III. The chairman of the Planning Commission shall call the hearing to order at the prescribed time and identify the purpose of said hearing. (It is acceptable to read the Notice of Public Hearing.)
- Step IV. The chairman or other members of the Planning Commission shall describe the order of the hearing and present a complete but brief summary of the proposed zoning change. The hearing should then be open to the discussion by attending citizens. A record of proceedings of the hearing should be maintained by the secretary. The hearing may be adjourned from time to time upon discretion of the chairman.
- Step V. Upon conclusion of the hearing the Planning Commission shall prepare and adopt its recommendations in the form of a proposed zoning amendment.

  This may be done immediately following adjournment of the hearing or at the next meeting of the commission.
- Step VI. A copy of the proposed amendment shall be submitted to the Governing Body with a record of the hearing proceedings.

### NOTICE OF PUBLIC HEARING

Notice is hereby given that the		(Name of the Commission/Council)			
	will hold a public hearing on	(Date)	_ at	(Time)	in the/at
the	(Specific location/room/bi	uilding/address/	(city)	on	the following
items.	For more information call or send co	omments to the		Vame of agen	cy/department
with p	hone number)				
	<ol> <li>Item (from agenda, include le request).</li> <li>3.</li> </ol>	egal description	and des	cribe the gene	eral nature of
BY:	(Name of Administ	trator or Clerk)		·	
DATE	÷				

### Hickman, Nebraska

### NOTICE TO PROPERTY OWNERS

### **PUBLIC HEARING BOARD OF ZONING APPEALS** CASE NO.\_\_\_\_

Parties in interest

A notice of hearing shall be sent to non-resident landowners of land being considered in said hearing.

Name Address 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.

### HICKMAN, NEBRASKA

### REQUEST FOR CONDITIONAL USE PERMIT

	File No.
ApplicantApplicant Address	Date Phone
Hereby requests to a Conditional Use Permit for the	e following Use:
The Conditional Use Permit is for the property lega necessary):	
	:
The current Zoning of said Property is	
Is the request Conditional Use allowable in the curre If the answer is no, then a Change of Zoning Reque Conditional Use being submitted.	
APPLICATION REQUIREMENTS (Submit inform	ation and fee with application)
Complete legal description (including address)  Existing and proposed zoning  Existing use of property  Statement of reasons why rezoning is necessary and its relationship to the Comprehensive Plan	Application Fee:
I hereby certify that all required information and materials are accurate to the best of my knowledge.	herewith attached and said materials are true and
Date A	pplicant

Conduse.zn

### HICKMAN, NEBRASKA

## SUPPLEMENTAL INFORMATION FOR: REQUEST FOR CONDITIONAL USE PERMIT

The following conditions represent MINIMAL requirements for the granting of any Conditional Use Permit. There may be additional requirements placed upon the applicant's request by either the Planning Commission and/or the City Council. The granting of said Conditional Use Permit does not constitute permanent use of the property in this fashion. Failure to accept or adhere to these conditions may result in the denial or rescinding of any application.

No special use permit shall be granted unless that Planning Commission or City Council has found:

- A. That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, moral, comfort, or general welfare of the community.
- B. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood.
- C. That the establishment of the special use will not impede the normal and orderly development of the surrounding property for uses permitted in the district.
- D. That adequate utilities, access roads, drainage, and/or necessary facilities have been or are being provided.
- E. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- F. The use shall not include noise which is objectionable due to dust vapors or other substance which is harmful to health, animals, vegetation or other property or which can cause soiling, discomfort, or irritation.
- G. The use shall not involve any malodorous gas or matter which is discernible on any adjoining lot or property.
- H. The use shall not involve any direct or reflected glare which is visible from any adjoining property or from any public street, road, or highway.
- I. The use shall not involve any activity substantially increasing the movement of traffic on public streets unless procedures are instituted to limit traffic hazards and congestion.
- J. The use shall not involve any activity substantially increasing the burden on any public utilities or facilities unless provisions are made for any necessary adjustments.

I hereby certify that I have read and understand all requirements listed all	ove.
--	------

Date	Applicant

### REQUEST FOR ZONE CHANGE

	File No.:
ApplicantApplicant Address	Date Phone
Hereby requests to change the zoning classif District on property legally necessary):	
APPLICATION REQUIREMENTS (Submit info	ormation and fee with application)
Complete legal description (including address) Existing and proposed zoning Existing use of property Statement of reasons why rezoning is necessary and relationship to the Comprehensive Plan	Application Fee:  Notice of Hearing:  Date to PC:  PC Action:  Date to City Council:  Action:
I hereby certify that all required information and materia and accurate to the best of my knowledge.	ls are herewith attached and said materials are true
Date	Applicant

### HICKMAN, NEBRASKA

### SUPPLEMENTAL REQUIREMENTS FOR REQUEST FOR ZONING VARIANCE

VARIANCE REQUIREMENTS: Nebraska law allows for granting of a variance where the applicant clearly demonstrates special conditions <u>and</u> peculiar circumstances exist related to the subject property.

APPLICANT: Complete the following (Attach page if necessary)

- 1. Describe conditions and circumstances that exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district.
- 2. Explain how a literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance.
- 3. Demonstrate the special conditions <u>and</u> peculiar circumstances which do not result from the actions of the applicant.
- 4. Explain how granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district. No nonconforming use of neighboring lands, structures, or buildings in the same district, and no permitted use of land, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

I hereby certify the information in this application is true and correct to the best of my knowledge.

Date _		Applicant	
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HICKMAN	<b>NEBRASKA</b>
IIICKIMAN.	INCORMORA

# DECISION OF THE BOARD OF ZONING ADJUSTMENT

Applicant:	Appeal No
Applicant: Date hearing advertised:	Tippedi No.
Date of hearing:	
The decision of the Board of Adjustment is to for denial or conditions of approval are:	grant deny the request. Reasons
1	
2	•
3	
4	
	City Clerk
In the event the appeal is granted, the applica safeguards set forth above. The applicant further a conditions and safeguards are not complied with with appeal shall become null and void.	grees that, in the event the specified
Date	
	Signature of Applicant

File No.:	

### REQUEST FOR VARIANCE

APPEAL OF DECISION OR INTERPRETATION

HICKMAN, NEBRASKA

ApplicantAddress		DatePhone
Hereby	request the Board of Zoning Adjustment to consider the following	owing:
	Interpretation of zoning ordinance or map affecting Article Legal Description	
	Appeal of Decision related to the	
	Variance from Article Section which requires	*
	On property legally described as	
	The applicant is requesting the variance for the following pur	
Legal d	escription Plot plan Fee 6	
I hereby	certify the information in this application is true and correct	to the best of my knowledge.
Date	Applicant	

	PPLICATION FOR ADMINISTRATIVE PLAT ickman, Nebraska	CITY USE ONLY RECEIPT NO:		
LEGAL DESCRIPTION AND GENERAL LOCATION		DATE:PRELIMINARY PLAT #:		
-		FEE PAID \$		
	UBDIVIDER ame:	AGENT (Authorized to act on Subdivider's behalf):		
A	ddress:	Name:Address:		
Te	elephone: ( )	Telephone: (		
	WNER	ANY OTHER ASSOCIATES:		
A	ame:ddress:	Address:		
	elephone: (	Telephone: (		
NA	ME OF ADMINISTRATIVE PLAT:	NUMBER OF LOTS:		
1.	Does the plat propose a new roadway or alley to access ar	ny lot?		
2.		ck lines, access control or easements?		
3.	Does each lot abut a public street or private roadway?			
4.	Will this action result in significant increases in service req interfere with maintaining existing service levels, e.g., add Yes No If yes, please describe:			
5.		City of Hickman (utilities, drainage and other improvements)?		
6.	Do all proposed lots conform to the minimum lot size requ	uirements? Yes No If no, please describe:		
7.		olic or Private? If private, please attach approval from the City		
8.	Is a statement from the County Treasurer's office showing	no tax liens against the land attached: Yes No		
9.	Is a statement from the City Clerk's office showing that all Yes No	special assessment, if any, installment payments are current attached:		
Pag	e 1 of 4			

*8*----

### APPLICATION FOR ADMINISTRATIVE PLAT cont.

(Hickman, Nebraska)

٦.	If a dedication for public use is propose, is a certificate of title or title opinion attached? Yes No
11.	Is the administrative plat consistent with the Comprehensive Plan? Yes No If not, please explain:
12.	Is the administrative plat in accordance with all the Development Standards of the City of Hickman? Yes No If not, please explain:
13.	Does all of the land within the plat lie within the corporate limits of the City of Hickman? Yes No
14.	Does the applicant request modifications as provided by the City of Hickman's Design Standards/Subdivision Regulations? Yes_ No If yes, please describe:
15.	Any other information or comments the applicant wants to provide:
	licant's Signature: Date:

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### ADMINISTRATIVE PLAT APPLICANT'S TECHNICAL CHECKLIST

(Hickman, Nebraska)

AME OF FINAL PLAT:
LOCATION:
FORM OF FINAL PLAT
☐ Four (4) copies of a scaled drawing on one sheet if possible - sufficient to show all required information clearly ☐ Drawn in ink or photographed on tracing cloth or mylar ☐ Signatures in black opaque ink ☐ Blank margin of ½ inch and outline ☐ Number and total number of sheets - index sheet if more than two sheets ☐ Boundary of the subdivision shall be indicated
CERTIFICATES AND ACKNOWLEDGEMENTS
<ul> <li>Owner's acknowledgement and offer of dedication</li> <li>Surveyor's certificate</li> <li>Planning Commission approval certificate</li> <li>City Council approval and acceptance certificate</li> <li>All affidavits, certificates, acknowledgements, endorsements, dedications, and notorial seals as are required by Law and the provisions of this zoning ordinance</li> </ul>
DATA REQUIRED ON THE FINAL PLAT
□ Sufficient data to determine all existing and place stakes and to locate and retrace all lots, blocks and parcels □ All dimensions shall be to the nearest .01 of a foot □ Lot, outlot and block dimensions and designations □ Areas reserved for public use - must clearly identify which are private and which are public □ Streets must include the following:
Location Name Centerline Centerline radius Length and interior angle of horizontal curves Tangent Length Width
<ul> <li>Location, width and purpose of all easements</li> <li>Location and identification of all section corners</li> <li>Total number of lots and outlots and total number of acres</li> </ul>
REQUIRED ON EACH SHEET
<ul> <li>□ Name of Subdivision</li> <li>□ Scale</li> <li>□ North arrow</li> <li>□ Sheet number and total number of sheet comprising the subdivision</li> </ul>

\_\_\_\_ge 3 of 4

### ADMINISTRATIVE FINAL PLAT APPLICANT'S TECHNICAL CHECKLIST (cont.)

(Hickman, Nebraska)

OCUMENTS REQUIRED	
☐ Special assessment status	form

☐ Certificates of Title or Title Opinion

ANY OTHER INFORMATION OR COMMENTS RELATED TO THE FINAL PLAT:

Applicant'sSignature:		Date:	
		,	

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### APPLICATION FOR PRELIMINARY PLAT

LEGAL DESCRIPTION AND GENERAL LOCATION	CITY USE ONLY RECEIPT NO: DATE: PRELIMINARY PLAT #:
	FEE PAID S
SUBDIVIDER	AGENT (Authorized to act on Subdivider's behalf):
Name:Address:	Name:Address:
Telephone: ( )	
OWNER	ANY OTHER ASSOCIATES:
Name:	Name:Address:
Telephone: (	Telephone: (
NAME OF PRELIMINARY PLAT:	NUMBER OF LOTS:
2. Will the preliminary plat require any zoning or other action complete the development? Yes No If yes, please of the development is a second complete the development in the complete the development is a second complete the development.	n (rezoning, Planned Development, conditional use, or vacations) to describe the nature of the action:
Design Standards? Yes No If yes, please state ear	the Land Subdivision Ordinance of the City of Hickman or the City's ch deviation, how the proposal meets the intent of the subdivision ional sheets may be added):
information: Hydrological and grade information to determ proposed use and type of use; areas of habitation and emplo location and elevation of parking areas, use, location and e	a flood plain? Yes No If yes, please include the following nine frequency and extent of inundation of flood waters; location of syment to include location, size and floor elevation of any structures, elevation of open space; all plans and other information conform to of Fill Material brought into the flood plain; a certificate that grading all sheets may be added).

### PRELIMINARY PLAT APPLICANT'S TECHNICAL CHECKLIST

### City of Hickman, Nebraska

NAM	Œ OF	PRELIMINARY PLAT:
LOCA	ATION	N OF SUCH PLAT:
REO	UIRE	MENTS OF PRELIMINARY PLAT
	O)	Name of Subdivision on each sheet
	Q	Names and addresses of owners/applicants
		Names of adjacent property owners
		Name of engineer or surveyor
		Names of utility companies to be involved
		North arrow and graphic scale (according to sub-division regulations' specs)
	Q	Date prepared
		A vicinity sketch at a scale no greater than one (1) inch = four hundred (400) feet and no smaller than one (1)
		inch = two thousand (2000) feet
		Sheet number and total number of sheets
		Contour lines (within and adjacent to subdivision, not greater than five (5) feet intervals)
		Boundary lines of area to be subdivided and their bearings and distances, lot lines and lot numbers
`		Is proposed use of preliminary plat in accordance with permitted city zoning? Is a zoning action required?
		Existing and proposed streets or access easements to include:
		R.O.W. width (according to future land use and transportation plans)
		Paving width (according to future land use and transportation plans)
		☐ Approximate grades
		☐ Tangent length
		☐ Curve data and interior angle
		Angle of Intersection
		□ Name or number
		Sketch of future street system outside of plat where subdivision owns abutting land
		Utilities on and adjacent to the tract showing proposed connections to existing utilities. Rear easements for utility
		poles and wires shall be required whenever possible. All easements shall meet regulations set forth in subdivision
		regulations.
		Lot lines and dimensions; curvilinears should be noted as arc or chord
		Lot, block and outlot designation and total acreage of land to be subdivided and square feet in each lot
	<u> </u>	Public areas for schools, parks, playgrounds or any other public uses
	_	All existing and proposed easements with locations, widths and distances
		All existing and proposed sidewalks, pedestrian ways and bikeways
	ū	Location of all existing buildings and structures, easements, roads and major natural features on or within two
		hundred (200) feet of the boundaries of, within/adjacent to on or within two hundred (200) feet of the proposed
		subdivision. Any other interest in land surrounding the preliminary plat?
_	0	Location of existing trees, wooded areas, rock out crops and other significant natural features.
	0	Erosion and sediment control plan, indication of proposed course of surface water drainage.
D	<u> </u>	All plans and other information conform to the City's General Requirements and Minimum Standards of Design
Page 1	or 2	

### PRELIMINARY PLAT APPLICANT'S TECHNICAL CHECKLIST (cont.)

City of Hickman, Nebraska

<u>ADDI</u>	TION	AL INFORMATION	ON (to be shown	on Prelimina	ry Plat	or on accompa	anying sheets)	
	a	Ten (10) copies of l	Preliminary Plat ar	d required sup	plemen	tary material file	d with City Cle	erk
	ū	Submit plat twenty-	•		•	•	•	
		Copy of application	, site plan, prelimi	nary plat, etc t	o prope	r agencies and a	uthorities for re	view
		[ ] City Engineer	office		[ ]	Parks and Rec	reation	
		[ ] Utility Compa	anies		[]	School Distric	:t	
		[ ] Health Depart	ment		[ ]	other		
		[ ] Law Enforcer	nent office					
	۵	Any required landso	ape screens					
		Copies of proposed	Deed Restrictions,	if any				
	ū	Sketch plan of large	r tract and future of	concepts of dev	elopme.	ent, if part of a la	arger tract that	will be subdivided in
		the future						
<u>IF PL</u>	AT IS	S LOCATED WIT	HIN THE FLOO	DD PLAIN				
	ū	Hydrological and gr	ade information to	determine fre	quency	and extent of in	andation of floo	od waters
		Location of proposed use and type of use						
		Limits of the flood plain						
ANY	отн	ER INFORMATIO	N OR COMME	NTS RELAT	red T	O THE PREL	IMINARY PI	LAT:
		litional sheet if necessa						<del></del>
Applie	eant's	Signature(s):					Date:	
t. h.,				10.11.7.11.			_ = ===================================	
				<u>.</u>		<u>_</u>		
Page 2	of 2							

### APPLICATION FOR FINAL PLAT

EGAL DESCRIPTION AND GENERAL LOCATION	CITY USE ONLY RECEIPT NO: DATE:
	PRELIMINARY PLAT #:
SUBDIVIDER Name:	FEE PAID S  AGENT (Authorized to act on Subdivider's behalf):  Name:
Address:	Addless:
Telephone: ( )	Telephone: (
OWNER Name:	ANY OTHER ASSOCIATES: Name:
Address:	Address:
Telephone: (	
NAME OF FINAL PLAT:	NUMBER OF LOTS:
complete the development? Yes No If yes please d	n (rezoning, Planned Development, conditional use or vacations) to escribe the nature of the action:
c. The final plat is based upon the preliminary plat for on, 19, Resolution No	, approved by the City Council
d. Is the final plat consistent with the approved preliminary posterior the reasons therefore:	lat? Yes No If not, please explain the proposed changes and
e. Have all the improvements required by the preliminary p Commission's letter indicating the approval of the prelimin	lat been completed? Yes No (Please check the Planning lary plat.) If not, which improvements have not been completed:
Applicant'sSignature:	Date:

### FINAL PLAT APPLICANT'S TECHNICAL CHECKLIST

City of Hickman, Nebraska

NA	ME OF I	PRELIMINARY PLAT:	
LO	CATION	OF SUCH PLAT:	
RE	QUIREM	MENTS OF FINAL PLAT	
	۵	Name of subdivision	
	a	Complete drawing on one sheet if possible	
	0	Drawn in ink or photographed on mylar	
	ū	Signatures in black opaque ink	
		Blank margin of ½ inch and outline	
		Scale of one (1) inch equals ten (10) feet or sufficient to show all required information clearly	
		Number and total number of sheets - index sheet if more than two sheets	
	ū	Boundary of the subdivision shall be indicated	
		Vicinity Map	
		Name(s) of the owner(s) of the subdivision	
		Name of land planners, landscape architect, surveyor or engineer	
_	ū	Ten (10) print submitted twenty-one (21) days prior to Planning Commission meeting date	
<u>CE</u>	RTIFICA	ATES AND ACKNOWLEDGMENTS	
	۵	Owner's acknowledgment and offer of dedication by all parties having titled interest or lien upon the lands	
		Surveyor's certificate with legal description written in meets and bounds	
		Planning Commission approval certificate	
		Acknowledgment by Notary	
	a	City Council approval and acceptance certificate	
		Certificate of approval by City Engineer	
		Certification of County Register of Deeds	
	ū	Certification by the Mayor and City Clerk that plat is approved for recording by City Clerk	
	ū	Certification that the Subdivider has complied with one of the following alternatives:	
		Improvements have been installed in accordance with requirements of the subdivision ordinance	
		A security bond or certified check filed with the city	
		Subdivision Improvements Agreement along with sufficient surety has been filed	
	<b>G</b>	All affidavits, certificates, acknowledgments, endorsements, dedications, and notarial seals as are required by	
	Law and the provisions of the zoning ordinance		
		Certification by County Treasurer	

Tage 1 of 3

### FINAL PLAT APPLICANT'S TECHNICAL CHECKLIST (cont.)

### City of Hickman, Nebraska

### DATA REQUIRED ON THE FINAL PLAT

	ū	Sufficient data to determine all existing and placed stakes and to locate and retrace all lots, blocks, and parcels,
		Include:
		Bearings of lines
		Radii, arcs and central angles of all curves with dimensions to the nearest second
		All dimensions shall be to the nearest .01 of a foot
	<b>_</b>	Meets or exceeds the "minimum standards of surveys"
		Location and description of monuments
		Lot numbers, square footage, outlot, block dimensions, and frontage dimensions
		Lot, outlot, and block identification system
		Areas reserved for public use - must clearly identify which are private and which are public
		Purpose for which other than residential lots are dedicated or reserved
		Minimum building set back lines
	ū	Locations and names of adjoining subdivisions and streets, adjoining unplatted properties with names and
		addresses of adjoining owners of unplatted properties for a distance of two hundred (200) feet on all sides.
	ū	Abutting streets, cul-de-sacs and alleys, whether public or private, must include the following:
		☐ Location
		□ Names
$\overline{}$		☐ Centerline
		Centerline radius
		Length and interior angle of horizontal curves
		☐ Tangent length
		Right-of-Way and paving widths (according to sub-division regulations, future land use and transportation plans)
		Location, width and purpose of all easements (according to sub-division regulations)
	ū	Location and identification of all section corners
	ū	Total number of lots, outlots, and total number of acres in subdivision
	ū	Cross-sections, profiles and grades of streets, gutters, curbs and sidewalks; with locations of all "in street utilities" -drawn to city standards
		Protective covenants, when required
		Flood Plain identification and information including minimum floor elevations for each lot subject to such
		flooding.
	ū	Changes in zoning that may have been made
REC	OUIRED	ON EACH STREET
	<u> </u>	Name of Subdivision
	O.	Scale
	ū	North arrow and graphic scale
_		Date
		Sheet number and total number of sheet comprising the subdivision

Johnson-Erickson-O'Brien and Associates, Wahoo, Nebraska

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Location of Subdivision (first sheet only)

### FINAL PLAT APPLICANT'S TECHNICAL CHECKLIST (cont.)

### City of Hickman, Nebraska

DOCUMENTS	S REQUIRED
۵	Special assessment status form
٥	Certificates of Title Or Title Opinion
ū	Private restrictions or covenants, if necessary
ū	Copy or Copies of final plat for review prior to Planning Commission meeting. Other documents, including
	grading, drainage, utility plan and landscape/tree plan, will need to go to proper agencies and authorities.
	[ ] City Engineer office [ ] Parks and Recreation
	[ ] Utility Companies [ ] School District
	[ ] Health Department [ ] other
	[ ] Law Enforcement office
CONFORMS	TO APPROVED PRELIMINARY PLAT
	Meets and bounds description
	Lot dimensions and configurations
Q	Street names
	Street alignment
Q	Reasons for differences
	R INFORMATION OR COMMENTS RELATED TO THE FINAL PLAT:
(Please use addit	ional sheet if necessary)
Applicant's S	lignature(s): Date:
_	

Page 3 of 3

### **OWNER'S CERTIFICATION**

I/We the undersigned	<del>, , , , , , , , , , , , , , , , , , , </del>	owner(s) of the real estate shown
(names)	certify that I/we have	laid out, platted and subdivided, and do
of the corporate limits and will no	t be annexed to the Ci ledicated to the public	nrase if the subdivision is located outside ty). All streets and alleys shown and not unless specifically noted herein. Other reby reserved for public use.
Clear title to the land contained assessments are explained as follows:	l in this plat is guar ows:	ranteed. Any encumbrances or special
There are strips of ground shown of utilities and subject to the paramounits installations.	on this plat and marked ant right of utility or Ci	l easement, reserved for the use of public ity to install, repair, replace and maintain
(Additional covenants or restriction attached to the plat).	ns and enforcement pr	rovisions therein may be inserted here or
Witness our Hands and this	day of	, 19
Signature	Signature	Signature
STATE OF NEBRASKA		
COUNTY OF LANCASTER		
		e County and State, personally appeared and severally acknowledge the execution
of the foregoing instrument as h	is or her voluntary a	act and deed, for the purposes therein day of, 19
	Notary Publ	ic Seal

### SURVEYOR'S CERTIFICATION

I, hereby certify that I am a professional land surveyor, registered in compliance with the laws of the State of Nebraska, that this plat correctly represents a survey conducted by me or under my direct supervision on, that any changes from the description appearing in the last record transfer of the land contained in the final plat are so indicated, that all monuments shown thereon actually exist as described or will be installed and their position is correctly shown and that all dimensional and geodetic data is correct.
(signature)
(seal)
This plat of Addition has been submitted to and approved by the Hickman Planning Commission this day of, 19
Chairperson ATTEST:
Secretary of Planning Commission
This plat approved by the City Council of Hickman, Nebraska, this day of, 19
ATTEST: Mayor
City Clerk
[A blank space for noting entry on the transfer record in the following form:]  Entered on transfer record this day of, 19
Projetov of Doods